****

**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a Meeting of Heybridge Basin Parish Council held on Tuesday 22nd June at

Plantation Hall, Heybridge at 7.30pm

Present Cllrs K Lawson – Chair, J Sjollema – Vice Chair, R Bryson, C Edmond, M Hodges, B Heubner and L Schnurr

In Attendance – 5 members of public and C McSweeney, Locum Clerk

1. The Chair to open the Meeting

Cllr Lawson welcomed those present to the meeting and provided housekeeping details

1. To receive notification from any persons present to record the meeting

None

1. To receive apologies for absence

J Watson – Clerk

1. To receive declarations of interest in accordance with the Council’s Code of Conduct and with Section 106 of the Local Government Finance Act

Cllr Lawson declared a non pecuniary interest in item 15

Cllr Edmonds declared a non pecuniary interest in item 12

1. The meeting was adjoined for public questions
2. To receive questions from Parishioners of Heybridge Basin

None

1. To receive reports from District and County Councillors

No reports received

1. The Chair reconvened the meeting
2. To sign as a correct record the minutes of the Annual Statutory meeting held on 19th May 2021

The minutes as previously circulated were proposed by Cllr Sjollema and seconded by Cllr Schnurr as a correct record and signed by Cllr Lawson

1. Finance – to approve payment requests for May/June 2021 and receipts for May/June 2021 and to agree action to be taken

The schedules as previously circulated were proposed by Cllr Schnurr and seconded by Cllr Sjollema for approval

Acton – Clerk to make payments

1. Community Initiative Fund – to consider whether the Parish Council wish to make an application for funding under the Community Initiative Fund 2021/2022 and to agree action to be taken

Cllr Schnurr proposed and Cllr Hodges seconded that an application should be submitted for funding towards researching the provision of public toilets in the village. All agreed.

Action – Clerk to submit Expression of Interest Form to EALC

1. Donation to Essex Waterway – to consider the proposal that the Parish Council make a donation to Essex Waterways in respect of repairing the railing leading from the Car Park to the canal.

Cllr Edmonds advised that there was no funding available from the ECC Coastal Path Fund until April 2022. However, the railings were now dangerous and need urgent repair. The likely cost of the project would be £500. It was ascertained that 50% of the land involved was in the ownership of the Parish Council. Cllr Schnurr proposed and Cllr Brydon seconded that a maximum grant of £250 be made towards the works. All agreed.

Action – Clerk to arrange payment of grant

1. Daisy Meadow Car Park Committee
	1. To approve the Terms of Reference of the Committee – Cllr Schnurr proposed and Cllr Sjollema seconded accepting the Terms of Reference as previously circulated
	2. To receive a report from the Daisy Meadow Car Park Committee and to agree action to be taken – Cllr Bryson presented a report of the Committee to the meeting. He explained that currently various operators were being approached to operate the car park and the intention was that at the November 2021 Parish Council meeting, a shortlist of 3 operators would be put forward for the Council to approve the preferred operator. It was intended to undertake a public consultation of all residents and Cllr Bryson stressed this was aimed at understanding how local residents currently used the car park. Cllr Edmonds suggested that any changes to the use of the car park should coincide with a review of the current on street parking restrictions in force. Cllr Bryson advised that currently there are no funds available for such a review. Cllr Edmonds proposed and Cllr Brydon seconded that the survey as previously circulated should now be delivered to all properties in the village.
2. Media Policy – to agree the Council’s Media policy

Cllr Schnurr proposed and Cllr Sjollema seconded accepting the Media Policy as previously circulated

1. Public Space Order Consultation

Cllr Heubner advised that he was already participating in this consultation in his capacity as District Councillor and was happy to respond on behalf of the Parish Council. Cllr Sjollema proposed and Cllr Schnurr seconded that Cllr Heubner be appointed to respond to the consultation. Cllr Heubner reminded the meeting that all complaints concerning ASB and alcohol and drug abuse in the car park should be advised to Essex Police.

1. Internet/Website

Cllr Schnurr advised that the application for a gov.uk website was currently being considered by the appropriate authorities and he was hopeful that the domain name would be issued by the end of June. He advised that the domain name is regarded as an asset and must therefore be included on the Council’s Asset Register. He also explained the different levels of email address available.

1. Local Highways Panel
	1. To receive an update on current projects – Cllr Lawson reported that the application for Village Gates had been refused on the grounds that there was insufficient verge to erect gateways.
	2. To discuss the proposal that application be made to reduce the speed limit in Basin Road and agree action to be taken – it was noted that the visit of TruCam had not recorded any incidents of speeding, it was agreed that more visits needed to be made at more appropriate times
2. Emergency Planning

It was advised that the meeting had not yet taken place

1. Community Engagement Team
	1. To receive a report regarding the services of MDC’s Community Engagement Team – it was noted that currently there is only 1 TruCam visit a month and this had been undertaken during a normally quiet period. It was felt that the walking patrols were of no benefit at all and that the comments made on the report were not informative.
	2. To agree the level of service required for the three months to 30th September 2021 – Cllr Lawson proposed and Cllr Huebner seconded that the walking patrols should be stopped and more visits by the TruCam should be arranged. This could then be monitored at the end of the three month period.

Action – Clerk to ascertain cost of additional TruCam patrols and advise Cllrs so that a decision can be made in time for the start of the next 3 month period.

1. Clerk’s Report
	1. Transfer of Land – still awaiting to hear from solicitors – Cllr Hodges offered to attend an interview with the solicitors and Cllr Huebner offered to check with the Land Registry to see if the land had been registered.
	2. Bank Mandate – all forms now received and mandate will be updated
	3. Email address – still waiting for 1 Cllr to register new email address
	4. Tender re: power supply – Clerk has sought information from other Parishes and is awaiting responses
	5. Tender re: street lighting – still to be actioned
2. Planning applications
	1. 21/00406/FUL – Lock Hill – the Chairman of the Conservation Society was invited to present the response that he had submitted to this application. It was noted that the application fell in a High Risk Flood Zone and that previous similar applications had been turned down. Decision – that an objection be made on the grounds that the application fell within a Zone 3 Flood Zone and was inappropriate development in a conservation area
	2. 21/00443/FUL – Hall Road – it was noted that this is retrospective application and concerns were raised about the surface material. Decision to object on the grounds that the surface material is inappropriate and this could have a detrimental effect on the lakes
	3. 21/00509/HOUSE – Basin Road – Cllr Brydon proposed approval of the application and Cllr Hodges proposed objection. There was no seconder for either proposal. A vote was taken – 3 for, 1 against and 3 abstentions.
3. Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded and they are instructed to withdraw
4. Appointment of New Clerk and RFO

Cllr Sjollema reported that an applicant had been interviewed and it was proposed to offer her the position, unfortunately she had advised that she wished to withdraw her application. It was agreed that the position needed to be readvertised as a matter of urgency.

There being no other business the meeting closed at 8.50pm